



HOUSE RULES AND POLICIES

The following Rules and Policies are binding on all Members of the Club. Additional information on rules and policies is contained in the By-laws, which preempt these Rules and Policies in case of conflict.

I. MEMBERSHIP

A. Members may be granted a leave of absence for up to six months at the discretion of the board. The leave of absence will remove the member from dues and other obligations of membership for that period.

B. A schedule of dues shall be attached as an informational appendix to the By-laws.

C. With the approval of the board, an unmarried member may designate another person as her/his domestic partner. Except as otherwise provided in the House Rules and Policies, that member and the so designated partner shall receive identical privileges as are extended to members and their spouses, including the receipt of an additional key card and name tag, and shall assume identical responsibilities.

A domestic partnership exists when all of the following requirements are met:

1. Both persons have a common residence.
2. Both persons agree to be jointly responsible for each other's basic living expenses during the domestic partnership.
3. Neither person is married or a member of another domestic partnership.
4. The two persons are not related by blood in a way that would prevent them from being married to each other in California.
5. Both persons are at least 18 years of age.

Where one or more of the foregoing requirements is not met, the board may, for good cause and upon request of a member, determine that a person the member wishes to designate as his/her domestic partner qualifies as such.

Promulgation of the definition of domestic partnership set forth in this section shall not

affect the membership status of any person who was a member as of December 31, 2003.

D. Married couples that divorce or separate may continue as separate members on payment of dues for each member and without paying an additional initiation fee. Persons who have been members as domestic partners for 18 months or more may upon termination of the domestic partnership continue as separate members on payment of dues for each member and without paying an additional initiation fee. If the 18-month requirement relating to terminated domestic partnerships is not met, the member may continue as a separate member, but, if the domestic partner wishes to continue in membership, he/she must be admitted in accordance with the usual application and initiation fee requirements for initial membership.

E. An Inactive Member has all of the membership privileges of a Regular Member, except that an Inactive Member shall not be issued keys to the clubhouse, and may not hold any office in the Club, vote in Club elections, or charge at the bar. Subject to the authority of the Board of Directors to establish other criteria for granting inactive membership, inactive status is primarily intended for those members who may be cruising away from the Bay Area or who have moved from the Bay Area and are only very rarely in the area.

F. Adjunct Members will not be issued Berkeley Yacht Club membership cards, nor will they be issued card keys to the clubhouse, nor may they fly the club's burgee. Adjunct Member status may not be used to qualify for an event that requires yacht club membership. This includes but is not limited to YRA sanctioned races. An adjunct membership expires on December 31 of each year and may be renewed only once. For purposes of this Section, a person who becomes an adjunct member in October, November or December of any year is treated as if he/she became an adjunct member on January 1 of the following year.

II. DUES AND CHARGES

A. Dues are billed in advance to provide the funds needed to run the club.

B. All balances, including initiation fees, dues, voluntary charges and billed bar chits, are due when billed at the beginning of each quarter.

C. Balances outstanding are reported to the Board of Directors. No membership cards or card keys will be issued to delinquent members.

D. A member who resigns shall not owe dues for any part of the quarter in which the member's written resignation is received. Prepaid dues for that and following quarters will be refunded upon written request.

E. Adjunct Members' dues shall be 15% of the aggregate annual dues of regular members. Adjunct dues are not pro rated. They cover one calendar year or any part

thereof, and are due on application or renewal, except that dues for initial membership received in October, November or December of any year shall cover adjunct membership through December of the next succeeding year. When a person who is currently an adjunct member applies for regular, associate or youth membership, the initiation fee shall be the fee for the class of membership applied for, less \$150.00.

F. Fees to be assessed under the second and third paragraphs of Article III, Section 11 of the By-laws (failure to stand assigned duty as Officer of the Day) are as follows:

1. The fee to be assessed under the second paragraph (where the member advises the Club staff in advance of his/her inability to serve) is \$75.
2. The fee to be assessed under the third paragraph (where the member fails to advise the Club staff of his inability to serve) is \$150.

III. CLUBHOUSE

A. Hours. The clubhouse is open from 0600 to 2400 Sunday through Thursday and from 0600 to 0200 Friday and Saturday.

B. Occupancy. Occupancy of the clubhouse shall not exceed the following:

1. Bar Area: 64 people when used as a dining room; 138 people without tables and chairs.
2. Entry Hall: 47 people when used as a dining room; 100 people when used without tables and chairs, as a place of assembly or dance floor.
3. Dining Room: 128 people with tables and chairs; 274 people without tables and chairs.

C. Use:

1. Members may have non-exclusive use of the Club without fee for events attended by up to 25 people, provided there is no conflict with previously scheduled events. The Club staff shall be consulted for scheduling if more than 10 people will attend the event. On one month's notice to a member who has scheduled such an event with the Club staff, the event may be restricted to the bar if the event conflicts with a subsequently scheduled rental. The member shall be offered the opportunity to rent the Clubhouse for the period in question before a conflicting rental to an outside party is confirmed. The member's use may be restricted to the bar or denied if it conflicts with a subsequently scheduled Club function.
2. All other events are subject to the current rental policy, approved by the Board of Directors and attached hereto.

3. The galley and dining room are available for personal use, when not otherwise occupied, but shall be left clean, which includes the dishes, silverware and tables that have been used.

4. Parents are responsible for the conduct of their children in and around the club. Children under 14 years of age shall not be left at the club without adult supervision. Children may not occupy bar stools in bar area, occupy tables, play in or run through the bar and lounge during periods of significant activity. Play activities should be limited to the dining room when available.

5. Pets are not permitted in the club nor to run loose on the lawn or decks. Owners are responsible for the conduct of their pets around the club.

6. If members desire to use the fireplace, they shall assure proper and safe usage and clean out ashes before usage.

7. The eating of non-Club furnished meals in the bar room is prohibited when the dining room is in use for Club dinner meetings.

8. Smoking is prohibited within the clubhouse at any time.

9. When a member brings a guest or guests into the clubhouse, the member is responsible for the conduct of the guest(s).

10. Conduct:

a) Members and guests are expected to conduct themselves in a proper and orderly manner at all times.

b) Complaints of misbehavior shall be reported as soon as possible to the Club Manager, or ranking Officer or Director present, or Officer of the Day, in that order, who shall enforce the House Rules in his/her best judgment.

c) Guests and members who significantly violate our rules of conduct shall be requested to immediately leave the premises and shall be escorted out. This will be reported immediately in writing to the commodore and board of directors.

11. Firearms are not allowed anywhere on the premises. The forgoing does not apply to sworn peace officers. Other exceptions must be approved by the Board of Directors.

12. The Commodore, Club staff person, ranking Officer present or Officer-of-the-Day, in that order, shall enforce the House Rules in their best judgment.

Members shall report flagrant or continuing abuse of the clubhouse facilities to the Commodore. (See also Policies, section III, item I.)

D. Dress. Members and guests in the clubhouse shall be fully clothed. Shorts, shirts and shoes shall be worn as a minimum requirement.

E. Security:

1. Access to the club is limited to members and their guests.
2. Members are responsible for the safety and security of the club.
3. The front door shall be kept locked except during periods of large membership or rental activity, as is required for maintaining private club status.
4. The last person out of the club shall ensure that all doors are locked, stoves, ovens, kitchen fans, heaters, and dishwasher in the bar and kitchen are off, and lights are out.
5. Members shall report any dangerous conditions they observe in or around the clubhouse. This report should be made to an officer, manager, or caretaker.
6. Keys are to be used only by the member to whom they are issued. Lending of keys is prohibited.
7. Members shall immediately report the loss of any key.
8. A replacement fee may be charged for lost or stolen keys.

F. Utilities. Members shall prevent unnecessary use of lights and heating. The dining room thermostat will be turned down when that room is not in use.

G. Bar and Bar Area:

1. Guests, Junior Members and Adjunct Members are not permitted behind the bar. Other categories of members 21 years of age or over, custodians, or hired bartenders are permitted behind the bar. If no bartender is on duty, members may serve themselves and others as long as they are wearing an official Berkeley Yacht Club name badge as issued to them by Berkeley Yacht Club. Except for renters and participants in approved events, drinks will be served only to members, their bona fide guests and members of other yacht clubs with reciprocal privileges. No alcoholic beverages shall be served or consumed in the club after 0200. No drinks will be served to persons without name badges or nametags, except renters. Identification shall be demanded as appropriate to ensure that persons buying or consuming alcoholic beverages are of age.
2. Names and membership numbers are required on bar chits. Members with

delinquent dues or bar bills, i.e., dues or bar bills not paid in quarter billed, are not permitted to make bar purchases with chits. Names of members with dues in arrears more than six months and/or club debts in arrears more than one quarter will be posted behind the bar for this purpose unless payment arrangements have been approved by the Board of Directors. Guests, Junior Members, Inactive Members, and Adjunct Members may not use chits for bar purchases.

3. Source of Beverages:

a) Outside the Club: No alcoholic beverages from sources outside the club are to be served or consumed inside the clubhouse, except as provided in section III-G-4.

b) Inside the Club: No alcoholic beverages purchased in the club may be removed from the club.

4. Corkage: Except as otherwise specified in the Rental Policy, members may bring unopened bottles of wines and champagnes, but not other beverages, into the club under the following conditions.

a) The bottle shall be taken immediately to the bar, where it will be stored by the bartender until opened at the member's request.

b) A corkage fee of \$5.00 will be collected for each 750-ml. bottle or portion thereof.

c) A sticker will be affixed to the bottle and signed by a club officer, club staff person, Officer-of-the-Day, or person on duty behind the bar.

d) Partially consumed and re-corked bottles of wine and champagne brought into the club under the corkage policy may be removed from the club (only insofar as mandated by compliance with California Law).

5. Members shall clean tables before leaving and wash glasses if no bartender is on duty.

6. Bartenders (including the Officer of the Day and other members tending bar):

a) Bartenders shall refuse alcoholic beverages to persons (including members) appearing to be inebriated or behaving unreasonably.

b) When appropriate to maintain or restore order in the barroom, and subject to subparagraph 6.a. above, Bartenders may limit the sale of alcoholic beverages to only members, or may suspend all alcoholic sales.

7. In order to provide clarity of membership status while behind the bar, members shall only serve drinks to themselves or others, if they are wearing an official Berkeley Yacht Club name badge as issued to them by Berkeley Yacht Club

management. Nametag stickers which are intended to be issued to Member's guests are not sufficient for this purpose.

H. Rental of Clubhouse

The Clubhouse may be rented in accordance with the Berkeley Yacht Club Rental Guidelines adopted by the Board.

I. Abuse

Members shall report to the Commodore flagrant, serious, or continuing abuse of the clubhouse facilities by members.

IV. CLUB EMPLOYEES

Members shall not issue directions to the Club's staff. The caretaker takes directions from the Commodore, or, in his absence, the ranking Club officer or director present. The bookkeeper takes direction from the Treasurer and the Commodore, or, in their absence, the ranking Club officer or director present. The staff shall also assist members to whom Club responsibilities have been delegated to the extent consistent with the delegation.

V. GUEST DOCK

A. Eligibility to Use. Berkeley Yacht Club members' boats, boats with BYC members aboard and boats with members of reciprocating clubs may stay at the guest dock at their own risk.

B. Length of Stay. Boats of members may stay at the dock for up to 48 hours and up to 72 hours on three-day weekends. After that and within the discretion of the Port Captain, members and guests may remain at the guest dock for a maximum of 14 days total. Members of other yacht clubs may use the guest dock on the same terms as members of Berkeley Yacht Club may use the guest dock of the other Yacht Club. It is within the Port Captain's discretion to charge a fee of \$25.00 for a stay of Friday to Monday a.m. The charge includes boats assigned to overflow slips elsewhere in the marina. It is also within the Port Captain's discretion to charge a fee of \$10.00 per day starting Monday, ending Thursday.

C. Use. Use of the guest dock is per authorization of the Port Captain.

D. Burgees. Burgees of the boat owner's yacht club (including Berkeley Yacht Club) shall be flown at all times on boats at the guest dock.

VI. MONTHLY DINNER MEETINGS

Monthly dinner meetings will be held each month, except July and December.

VII. MEMBERSHIP OBLIGATIONS

A. It shall be the duty of every member to extend the hospitality of the club to

members of other yacht clubs. The member shall verify the identity of visitors with reciprocal privileges, have them sign the guest log and have them wear guest badges. Members' personal guests shall also sign the guest log and wear guest badges. Failure of any member to reasonably extend the hospitality of the Club to members of reciprocating clubs shall be reported to the commodore.

B. It shall be the obligation of every member, with the exception of officers and directors, in addition to all other obligations, to serve from 1400 to 1900 on at least one weekend day or holiday per year as Officer of the Day.

C. The Officer of the Day duties include welcoming guests to the club and tending bar. Officers of the Day shall remain on duty until 1900 unless released by the ranking officer present or the manager.

D. Members shall fly the official club burgee in appropriate fashion on their boats when engaged in yachting activities. Tattered or torn burgees shall be replaced promptly.

VIII. NOW HEAR THIS

A. The Now Hear This is the club's official publication, published by the editor under the direction of the Commodore, and mailed to all members. It is the proper medium for official notices to the membership pursuant to the by-laws and house rules and policies.

B. Free advertisements are allowed for members' personal use, limited to six typed lines (one inch). Rates for paid advertisements are \$5 per column inch for one year. Column inch means a full inch or fraction thereof. Rates are for camera-ready art.

C. Location and subject matter of advertisements are at the discretion of the editor or the board.

IX. EXPENDITURES AND REIMBURSEMENTS

A. All expenditures and contractual obligations not specifically allocated in the current budget require prior board approval.

B. All expenditures over \$1,000, even those budgeted, require prior board approval with the sole exception of routine operating expenses, such as utility or lease payments.

C. No officer or member shall donate club funds to any organization without prior board approval.

D. In order to be reimbursed for monies advanced or expenditures paid, officer, directors and members shall submit a written request with full documentation,

such as invoices or receipts. Minor incidental expenses do not require documentation but shall be described.

E. Members who perform services for the Club shall do so on a volunteer basis. There will be no monetary compensation for such services. Members will, however, be reimbursed for any approved out-of-pocket expenses. Food and nonalcoholic refreshments may be provided with the approval of the event chair at club expense to members working at certain events, provided that the event maintains its financial goals.

F. Any Club check exceeding \$2000.00 requires the signature of two authorized signers. Checks for lesser amounts may be signed by any authorized signer.

X. INSURANCE

The Commodore shall be responsible for maintaining the club's insurance records and policies, and ensure that insurance coverage is adequate for club activities.

XI. NEW OR AMENDED HOUSE RULES AND POLICIES

In respect to any motion or amended motion seeking to change the Clubhouse Rules and Policies, the vote to accept or deny such motion will be postponed until the first regular board meeting following notice of the proposed change in the Now Hear This. Once enacted the change shall not take effect until the board causes an updated copy of the changed rule or policy to be posted in the club and copies of it to be available to the membership.

XII. SOCIAL ACTIVITIES COMMITTEE

In addition to the committees appointed in accordance with the provisions of the by-laws, the Commodore may annually appoint a Social Activities Chairperson and Committee, which has authority to schedule and organize, and is responsible for all social events. The budget for the events shall be submitted to the board for approval in accordance with standard board procedures.